

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
CONSULTANT SERVICES DIVISION  
707 NORTH CALVERT STREET BALTIMORE, MARYLAND 21202

January 13, 2023

**Contract No.** BCS 2023-01  
**Description:** Surveying and  
Engineering  
Services, District 6

**EXPRESSION OF INTEREST ADDENDUM NO. 2**

To All Consultant Candidates:

Please be advised that the Expression of Interest (EOI) delivery date for this contract has been changed from **12:00 PM (NOON) on January 18, 2023**. The Expression of Interest (EOI) are now due on **January 31, 2023, by 12:00 PM (NOON)** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outline in the advertisement. Expression of Interest received after the deadline will not be accepted no matter how they have been transmitted.

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**REDLINE REVISION (RLR)**

RLO1: ~~Surveying and Engineering Services, District 6~~

**RLR1: Survey and Engineering Services, District 6**

RLO2: ~~Section F—Example Projects: Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent experience performed within the past five (5) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).~~

**RLR2: Section F – Example Projects: Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent experience performed within the past seven (7) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).**

**RLO3:** ~~Part I, Section E: Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:~~

**RLR3:** **Part I, Section E: Key Staff.** A separate Section E form should be completed for each Key Staff proposed not to exceed four (4) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

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### CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on December 21, 2022, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Section B.1. Part I, Section E notes Staff proposed not to exceed five (5) Pages total. There are 4 Key Staff. Please confirm the number of pages allowed and if resumes are to be one page each.

**A1: See RLR 3 above.**

Q2: Section B.5. Section F-Example Projects notes projects set forth shall be recent experience performed within the past five (5) years. Due to COVID shutdowns can the years of experience be increased to seven (7) years?

**A2: See RLR2 above.**

Q3: Page 8 requests "a separate Section E form should be completed for each key staff proposed not to exceed five pages total." There are only four key staff. Please confirm the page limit should be four.

**A3: See RLR 3 above.**

Q4: Please advise the reason the DBE goal for this contract is only 19%. The District 7 EOI DBE goal was increased from 17% to 27%.

**A4: The MDOT SHA Procurement Review Group (PRG) sets DBE goals and in this advertisement, the goal is set at 19%.**

Q5: On page 12 within Section D.2.-Special Requirements DBE Provisions, the following language is provided: "When a certified DBE firm participates as a prime (including a prime participating as a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified DBE firm performs with its own forces toward fulfilling up to one hundred percent (100%) of the contract's DBE participation goal."

We understand this contract is funded with Federal and State funds, but we need clarification about the degree of discretion the agency uses to determine if a DBE participating as a prime or in a joint venture can fulfill 100% of the DBE goal for this contract.

**A5: DBE Joint Venture - A joint venture is an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the DBE is responsible for a distinct portion of the work of the contract and whose share in the capital contribution, control management, risks, and profits of the joint venture are commensurate with its ownership interest. When a DBE performs as a participant in a joint venture, only the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces may be counted towards the DBE goal.**

Q6: Section IV.B.1 of on page 8 of the advertisement states, "A separate Part I, Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total." There are four (4) Key Staff proposed. At the pre-proposal meeting, OPCM specified we are to submit four (4) one (1)-page resumes for each key staff, and the fifth page should be an introduction page; however, we typically only submit a key staff introduction page/letter during the Technical Proposal stage. Please confirm the page limit for this section, and if a fifth page is required, please clarify what specific information is to be included on the fifth page.

**A6: See RLR 3 above.**

Q7: Please clarify the total number of pages allowed for Part I, Section E: Key Staff. If additional pages are allowed beyond one per Key Staff, please indicate what information should be provided and if it will part of the rating criteria.

**A7: See RLR3 above.**

Q8: Please clarify and expand on how Section H will be considered in the evaluation of the EOI.

**A8: Section H is limited to one page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in the advertisement. MDOT SHA may use this information in addition to the key staff resumes submitted in SF330 Part I, Section E when developing a Reduced Candidate List.**

Q9: Section IV.B.1 mentions that the key staff proposed are not to exceed five (5) pages, but only four key staff resumes are required. Can you verify the page count?

**A9: See RLR 3 above.**

Q10: It was stated in the Pre-proposal meeting those one of the five pages for Part I, Section E was for an introduction cover letter to the key staff section? This is usually required in the Technical Proposal stage. Can you confirm whether a cover letter is required for the key staff section and if so, what is required in the letter?

**A10: See RLR 3 above.**

**Q11:** Can you confirm whether the Investment Activities in Iran Certification is required in the Expression of Interest?

**A11: No, the Investment Activities in Iran Certification is not required at the EOI stage. MDOT SHA will request additional documents from consultants who are invited to submit technical proposals.**

**Q12:** In the pre-proposal conference for BCS 2023-01 it was stated that the five (5) pages allowed for Part 1 Section E (Key Staff), which includes four (4) 1-page resumes, was to accommodate an "introduction" to the Key Staff. In the pre-proposal conference for another ongoing procurement with similar requirements (BCS 2022-11) it was stated that the five (5) pages allowed for the four (4) 1-page resumes was to accommodate the "key staff certification letter." We note that the key staff certification letter is normally included with the Technical Proposal submittal and not at the Expression of Interest Phase. We also note that the SF 330 submittal at the Expression of Interest phase has not normally included introduction pages before the various required sections.

Questions:

(1) Does OPCM intend to introduce a new format/organization for the Expressions of Interest with this/these procurements than has typically been required in other recent procurements?

(2) Does OPCM desire introduction pages for other sections of the SF 330 (e.g., Section C - Outside Key Consultants and Section F - Example Projects)

(3) If so (re: Question 2) will OPCM increase the page limit for Section F from eight (8) pages to (9) pages to allow for the introduction?

(4) Is the Section E Key Staff introduction page in BCS 2023-01 required to be in the format of a letter and (if so) must it be on the firm's letterhead and signed by an authorized person

(5) Is the introduction to Section E - Key Staff required to certify that the Key Staff individuals meet the qualifications requirements specified in the Advertisement and (if so) are we also required to make that same certification in Section H as instructed on page 11 of the Advertisement?

**A12: See RLR 3 above for the number of pages for key staff. MDOT SHA reserves the right to amend advertisements based on the needs of the state.**

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**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EXPRESSION OF INTEREST SUBMISSION VIA EMMA.**

*Jada Wright*

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Ms. Jada J. Wright, Director,  
Office of Procurement and  
Contract Management

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Date

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Acknowledgement of Receipt of Addendum No. 2 for BCS 2023-01:

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(Company)

\_\_\_\_\_  
(Signature-Authorized Official)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

General questions relating to this Addendum No. 2 may be directed to [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov) .